

Office of State Uniform Payroll
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

June 13, 2018

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2018-50

TO: LaGov HCM Paid Agency Human Resources
and Employee Administration Staff

FROM: Andrea P. Hubbard
Director

SUBJECT: Statewide Vendor Product Enhancement Approvals

The Office of State Uniform Payroll (OSUP) is responsible for the administration of the rules governing state employee payroll deductions. Products that are authorized through OSUP are for all state employees and all state agencies of the executive branch of state government as defined under R.S. 36:4. An **exception** to this is higher education facilities overseen by a Governing Board. The Governing Board has the authority to approve additional products or remove any product per the boards' established policies.

Per the payroll deduction rule, enhancements to policies occur when a vendor broadens an existing, solicited policy's benefits/coverage. The existing solicited policy will be replaced by the enhanced policy and will no longer be solicited. **Current policyholders may choose to keep the existing policy or convert to the enhanced policy**; however, new policyholders must purchase the enhanced policy.

The following enhancement has been approved for the April 1, 2018 deadline to be effective July 1, 2018:

1. American Family Life Assurance Company (AFLAC), **flex eligible** Cancer policies

Existing Policies	Enhanced Policies
A-78100-LA; A-78200-LA; A-78300-LA; A-78400-LA	B70175NLA; B70275NLA; B70375NLA

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There will be no changes to the product descriptions, plan types, or wage types in LaGov HCM as these are enhancements to specific policies under the existing product.

Vendors will advise employees of the enhanced policies by letter and/or during consultations. Agencies should refer employees to OSUP's "For State Employees", Statewide Vendor webpage at the following web address: http://www.doa.la.gov/Pages/osup/Emp_SW_Vend_Products_January2018.aspx to obtain vendor contact information for applicable vendors. Employees may contact the vendor directly for any questions they may have in reference to the enhancement.

The **flex eligible** policy enhancement procedures will depend on the flex status of the employee.

Current Policyholders Enrolled in 2018 Flex Plan choosing to convert:

- 1) In order to have any premium change sheltered, employees have 60 days from the July 1, 2018 effective date to convert to the enhanced policy by signing the State Employee Payroll Deduction Authorization form (SED-4). After the 60 days, an employee can still convert to the enhanced policy, but premiums cannot be sheltered under flex until the next plan year.
- 2) Employees must send their signed SED-4 form to the vendor by **August 13, 2018**.
- 3) The vendor must forward the signed copy of the SED-4 form to the agency payroll offices by **August 17, 2018** to be entered.
- 4) If any employees choose to convert within 60 days from the July 1, 2018 effective date, the agency will need to contact the Help Desk to make these flex deduction changes.

Current Policyholders Not Enrolled in 2018 Flex Plan choosing to convert:

- 1) Employees can pick up the enhanced policy any time during the plan year.
- 2) Vendors will forward the SED-4 forms to the agency payroll offices as received.

Questions should be directed to a member of the OSUP Benefits and Financial Administration Unit at _DOA-OSUP-BFA@LA.GOV or (225):

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Brandy Boyd	342-5354	Jodi Bullock	342-5377
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APH:JAB/par

c: Lynette Deloch, OGB